



Accordent PresenterPLUS

User Manual v. 4.3

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1. Introducing Accordent PresenterPLUS

1.1 Accordent PresenterPLUS Overview

Accordent PresenterPLUS is a software-based authoring tool that enables virtually anyone to create professional, multimedia presentations around on demand streaming media.

The Accordent PresenterPLUS workflow comprises five easy steps:

Selecting Media: Accordent PresenterPLUS supports several different media formats, including RealMedia, WindowsMedia, Flash, MP3 and more. Accordent PresenterPLUS enables a content author to use audio/video that resides locally, is stored on a web server (RealMedia only), or that is captured live and published on demand.

Selecting An Interface: Once a media source or file has been selected, you will use the “Skins” page to select and customize a presentation interface. Accordent PresenterPLUS includes several customizable interfaces and, since Accordent interfaces are standards-based, you can easily create your own using virtually any third- party graphics program.

Synchronizing Assets: Use the “Sync” page to synchronize images, including jpegs, gifs, and PDFs, Flash files, URLs, as well as to create bookmarks that will enable the audience to jump to specific parts of the presentation. Accordent PresenterPLUS enables synchronized assets to be targeted to different regions of the interface.

Previewing & Editing A Presentation: Once you have created a synchronized presentation, use the preview features to watch the presentation directly within Accordent PresenterPLUS. You can preview a specific synchronization region, multiple synchronization regions, and even undock the preview frames to resize them and move them around your desktop. If you need to make a change, drag the asset tags to different locations on the time bar, delete tags, or add new tags.

Publishing A Presentation: Once you have finished your presentation, you can publish it locally, to CD, or to a web and streaming server – all automatically.

This User Manual will explain how Accordent PresenterPLUS will help you create, manage and publish superior presentations with unprecedented ease and efficiency.

2. System Requirements & Installing Accordent PresenterPLUS

2.1 System Requirements for Accordent PresenterPLUS

Author Requirements

Software

- Windows 2K or higher
- Internet Explorer 5.5 or higher
- Real 10 Player or higher (for Real-encoded content)
- Windows Media Player 9.0 or higher (for Microsoft-encoded content)
- Microsoft PowerPoint (if including PowerPoint slides)
- Macromedia Shockwave Player (if including Flash files)

Hardware

- Pentium 4 or comparable CPU
- Monitor: SVGA color monitor. Minimum 1024x768 screen resolution or higher
- 512 megabytes (MB) of RAM or higher
- 40 GB minimum Hard Drive

Audience Requirements

Software

- Internet Explorer 5.5 or higher
- Real 10 Player or higher (for Real-encoded content)
- Windows Media Player 9.0 or higher (to view Windows-encoded media)

2.2 Download & Installation of Accordent PresenterPLUS

1. If you are installing Accordent PresenterPLUS from a CD, skip to step 3.
2. When Accordent PresenterPLUS is downloaded it will be delivered as a self-extracting .exe file.
3. *Click Setup* (setup.exe).
4. When the Welcome screen appears, *click Next*.
5. On the Destination Location screen, either select a location for Accordent

PresenterPLUS using the Browse button or use the default setting and *click Next*.

6. On the Start Installation screen, *click Next*. Accordent PresenterPLUS will begin installing.
7. As soon as Accordent PresenterPLUS is done installing, the Successful Installation screen will appear. *Click Finish*.

3. Getting Started

3.1 Launching Accordent PresenterPLUS

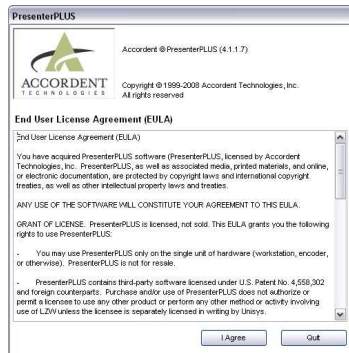
To launch Accordent PresenterPLUS, first *click* the desktop **Start** menu. Next, *click* **Programs**, **Accordent**, and then **PresenterPLUS** (See Figure 3-1).

Fig. 3-1



If Accordent PresenterPLUS is being launched for the first time, the Accordent end user license agreement will appear (See Figure 3-2). *Click I Agree*.

Fig. 3-2



Immediately after clicking “I Agree,” the product registration page will appear (See Figure 3-3).

Fig. 3-3

Note:

Required registration fields are denoted with a red asterisk

After completing the fields on the registration page, *click Register*. Immediately after clicking Register, the opening screen of Accordent PresenterPLUS will appear (See Figure 3-4).

Note: If you have a demonstration key, you must *click Try It* before initiating Accordent PresenterPLUS.

Fig. 3-4



3.2 Selecting the Streaming Media File

The presentation wizard will guide you through the process of creating your presentation.

The first thing you must do is select your streaming media file. Choose one stream at a time. If you are working with more than one stream, or more than one media format, there will be an opportunity to select these other streams after publishing the first one. You will not need to go through the process of re-synchronizing or previewing subsequent streams after successfully publishing the first one.

Accordent PresenterPLUS offers three different ways to access your streaming media:

3.2.1 Local Media File

Use this option when the media file you are using for your presentation is locally stored, either on your hard drive, on disk, or accessible via a network (See Figure 3-5).

Fig. 3-5



After selecting Local Media File, *click Next* (See Figure 3-6)

Fig. 3-6



Locate the streaming media file by clicking on the browse button (See Figure 3-7).

Fig. 3-7



Click Begin (See Figure 3-8).

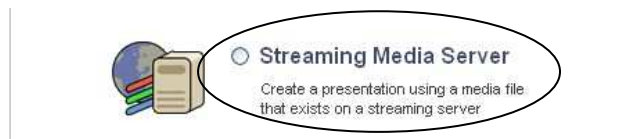
Fig. 3-8



3.2.2 Streaming Media Server

Use this option when the media file you are using for your presentation is located on a streaming media server (See Figure 3-9).

Fig. 3-9



Type in the URL location for the server and *Enter* a Project Name (See Figure 3-10).

Fig. 3-10



The image shows a window titled "Streaming Media Server". It contains a text input field labeled "URL Location" with a placeholder text "Enter the URL location of the Streaming Media". Below this field is a note: "This feature supports .rm and .ra formats only." At the bottom, there is another text input field labeled "Enter Project Name" with the value "070423-140816" entered.

Click Begin (See Figure 3-11).

Fig. 3-11



Note: The streaming media server option only supports .ra and .rm formats.

3.2.3 Capture Live

Use this option when you are recording your media live into an encoder and would like to embed synchronization on the fly, as the media is recording. Once finished, you can preview, edit and then publish it for on demand use (See Figure 3-12).

Fig. 3-12



Select whether you will be encoding with the Helix Encoder or with the Windows Media Encoder (See Figure 3-13).

Fig. 3-13



The Accordent PresenterPLUS presentation wizard will launch simultaneously with the encoding device you chose in the previous step.

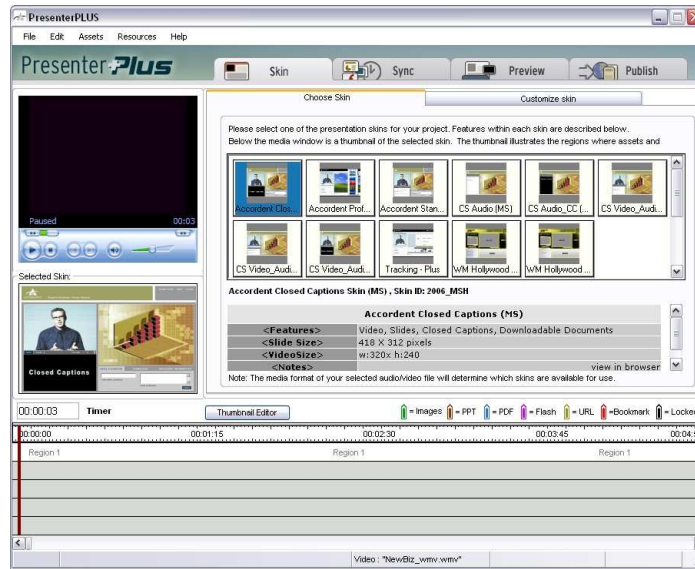
Note: The video window area will display the encoding icon and the status of the encode (See Figure 3-14).

Fig. 3-14



Immediately after selecting a media format, Accordent PresenterPLUS will appear (See Figure 3-15).

Fig. 3-15



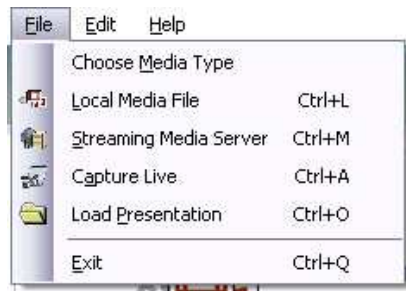
3.3 Using the Launch Page Drop-Down Menu

The Accordent PresenterPLUS launch page contains File, Edit and Help drop-down menus that provide shortcuts to primary Accordent PresenterPLUS features as well as to several Accordent PresenterPLUS resources. Below is a list of the available Accordent PresenterPLUS drop-down menu shortcuts.

File Menu

The File drop-down menu contains several function and feature shortcuts to primary Accordent PresenterPLUS features. (See Figure 3-16).

Fig. 3-16



Choose Media Type: If you have selected a media type (e.g. capture live) and want to change the selection, the Choose Media Type option will bring you back to the screen where you can select a new media type.

Local Media File: The Local Media File option will open a Browse Window where you can select a local media file that will be incorporated into the presentation.

Streaming Media Server: The Streaming Media Server option will take you directly to the Streaming Media Server screen.

Capture Live: The Capture Live option will take you directly to the Capture Live screen.

Load Presentation: The Load Presentation feature enables you to import a previously created presentation. Once imported, you will be able to edit and re-publish the presentation, if desired.

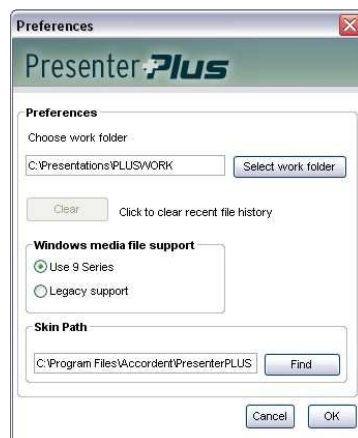
You may also have the last few presentations, which have been loaded, available for quick launching of a presentation.

Exit: After providing an opportunity to save the presentation, the Exit feature will close Accordent PresenterPLUS.

Edit Menu

The Edit menu contains the Preferences option. (See Figure 3-17).

Fig. 3-17



Preferences: The Preferences option is used to specify many specifics of how Accordent PresenterPLUS will function during your use from this point on. First you choose your local work folder. The Clear button is used to clear the list of recently opened projects. The Windows media file support is primarily used for the windows media format. This option determines the types of codecs used by Accordent PresenterPLUS when dealing with your windows media file. For most use, you will want to keep the Use 9 Series selected, unless you are having difficulties using a media file that is encoded in an older codec. Finally the Skin Path is used to tell Accordent PresenterPLUS where you are accessing your interfaces from. This can either be a local path or a network storage location.

Help Menu

The Help menu contains several shortcuts to Accordent PresenterPLUS support resources. (See Figure 3-18).

Fig. 3-18



Online Manual: Use the Online Manual option to access a PDF copy of the most recent version of the Accordent PresenterPLUS manual.

Online Help: Use the Online Help feature to learn about the version of Accordent PresenterPLUS that you are currently running.

Register: Use the Register feature to complete or revise Accordent PresenterPLUS registration information.

Check for Updates: The Check for Updates feature enables you to see whether there have been new Accordent PresenterPLUS point or version releases. If you have purchased Upgrades & Support, these upgrades will be available to you at no additional charge for as long as you maintain your Upgrades & Support Agreement.

4. Creating A Presentation

4.1 Creating a Presentation Overview

The presentation wizard is now ready to take you through 4 easy steps to create your presentation.

1. Select an interface for your presentation
2. Synchronize all the elements to be included in the presentation
3. Preview it to make sure it's the way you want it
4. Publish it to the web or locally

4.2 Selecting & Customizing An interface

The Interfaces page is accessed by clicking on the “Skin” tab (See Figure 4-1).

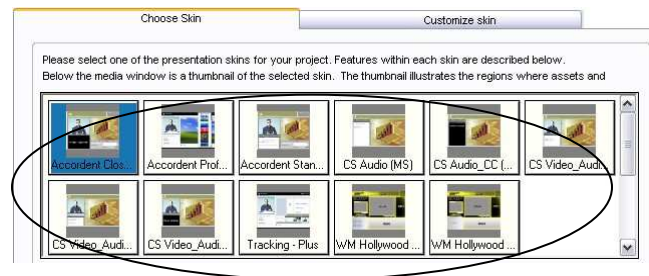
Fig. 4-1



? Definition: A SKIN is an interface, also referred to as a presentation window, that will contain all your media and production elements, and will be viewed by the end user.

The interfaces available for use are determined by the format of your streaming media file; a .wmv file will yield different interfaces than a .ram file (See Figure 4-2).

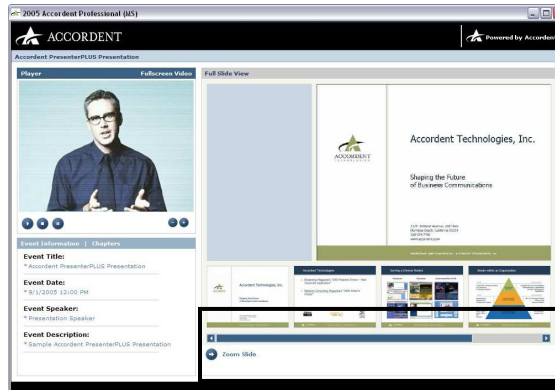
Fig. 4-2



Note: If you are using a customized skin, placing the finished skin in the C:\Program Files\PresenterPLUS\skins folder enables it to be displayed in the skins library.

Helpful Tip: Double-clicking on any skin in the Skins Library will give you a full-screen view of the skin to see more details (See Figure 4-3).

Fig. 4-3

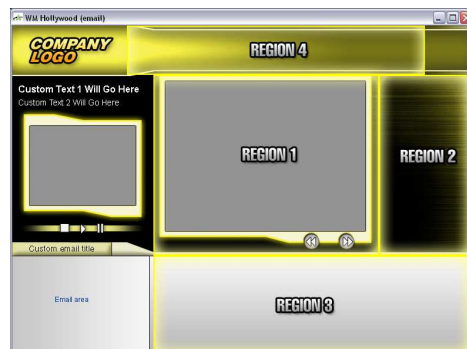


Note:

Select Accordent PresenterPLUS interfaces now support the display of bookmarks as thumbnail icons of PowerPoint slides and images.

To select an interface, *highlight* the desired skin. After the skin is selected, a visual representation of the selected skin is displayed below the video window. This will remain throughout the publishing process in order to provide a visual guide of the REGIONS that are available for synchronized elements (See Figure 4-4).

Fig. 4-4



? Definition: REGIONS are areas within the skin that can be targeted with specific URLs, JPGs and other assets.

Highlighting an interface in the skins library will also display a description of the skin. Each skin's unique features are described in the skin description field (See Figure 4-5).

Fig. 4-5

Accordent Closed Captions Skin (MS) , Skin ID: 2006_MSH

Accordent Closed Captions (MS)	
<Features>	Video, Slides, Closed Captions, Downloadable Documents
<Slide Size>	418 X 312 pixels
<VideoSize>	w:320x h:240
<Notes>	view in browser

Note: The media format of your selected audio/video file will determine which skins are available for use.

After selecting an interface, you have the option of customizing the skin. To customize an interface, *click **Customize Skin*** (See Figure 4-7).

Fig. 4-7

Choose Skin Customize skin

Presentation Information

This information will be displayed to the audience on the webcast launch page.

Custom Tags	Value	
Event Name		
Presentation Title		
Presenter(s)		
Q&A Email		
Downloadable file		Browse
Additional Information		
Date/Time		

Please enter the Presenter(s) name.

The fields on this screen are dynamically determined by the skin you have selected. Some of the options that interfaces provide include: text fields for titles and subtitles, logo insertion with hot link, and email the presenter information.

Fill in each field to define the features and options that your skin contains. You have the option of leaving any or all of these fields blank.

Example Custom Skin Fields:

In the case of our selected skin in this example, only navigation for Region 1 is possible (See Figure 4-8).

Fig. 4-8

Skin Features

☐ Slide Titles Disabled

☒ Enable navigation for Region1

Slide Titles Disabled: Check this box if you'd like Accordent PresenterPLUS to NOT automatically use the slide titles for the bookmark names.

Enable navigation for region 1: Check this box if you would like the viewer to be able to navigate forward and back through any assets and URLs that have been synchronized in Region 1.

After selecting and customizing an interface, *click* the **Sync** tab.

4.3 Synchronizing Content

The Sync page is accessed by clicking on the Sync tab (See Figure 4-9).

Fig. 4-9



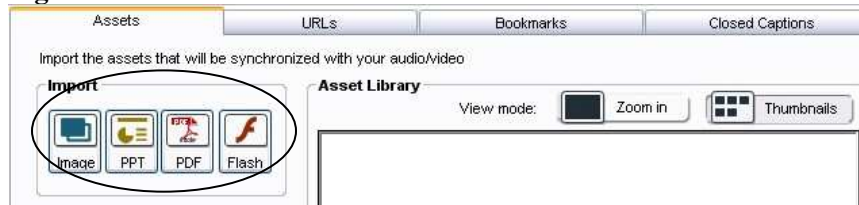
4.3.1 Importing & Organizing Assets

On the Sync screen, the Assets page should be displayed. This is the page where assets will be imported into Accordent PresenterPLUS and synchronized with the streaming content.

? Definition: ASSETS consist of images (.jpgs and .gifs), .PPT slides, .PDF files and Flash files.

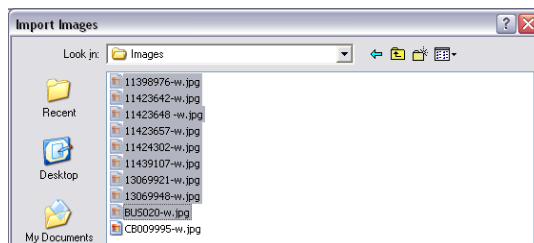
To import an asset for use in a presentation, click on the asset type icon (See Figure 4-10).

Fig. 4-10



Browse to the appropriate assets on your hard drive or disk. Select the assets and click OPEN (See Figure 4-11).

Fig. 4-11



The selected assets will be displayed in the Asset Library.

Note: There are two different ways to view assets in the assets library: thumbnail view and zoom view. Click on the icon switch between modes (See Figures 4-12 and 4-13).

Fig. 4-12

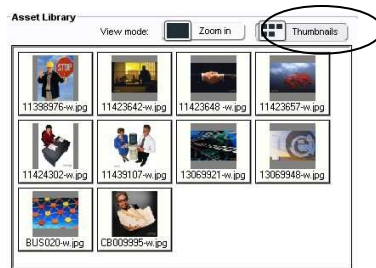


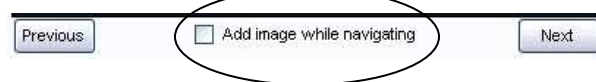
Fig. 4-13



When in Full Screen Mode, you can navigate through your assets by clicking on the “Next” and “Previous” buttons.

Checking the “Add image while navigating” box will allow you to dynamically sync your assets while you navigate through them one by one by clicking the “Next” button (See Figure 4-14).

Fig. 4-14



Arranging Assets: To change the order of the assets, drag and drop the selected asset to where you want it to go (it will go in front of the asset you place it on).

To delete the Assets, click the button “Clear all Items” (See Figure 4-15).

Fig. 4-15



Asset Titles: This option allows you to give unique titles to some or all of the assets in your presentation (See Figure 4-16).

Fig. 4-16



These will be displayed in the skin if the check box for “Display Asset Titles” was checked.

Auto Generate Bookmarks: Use this option to automatically create a BOOKMARK or index point with each asset to be synchronized (See Figure 4-17).

Fig. 4-17

☐ Auto Generate Bookmarks

Note: This option will be grayed-out if the skin does not support bookmarks.

? Definition: A BOOKMARK defines a specific point within the presentation. Clicking on a bookmark allows a viewer to jump to discreet sections of the presentation that you have defined. Bookmarks will be displayed to the viewer within the skin.

4.3.2 Synchronizing Assets

Once assets have been imported, click on the SYNC ASSETS button to synchronize a particular asset into your presentation.

- *Real Time Synchronization on the fly:* Play the video stream by clicking the play button on the video control panel (See Figure 4-18).

Fig. 4-18



Note that the run time of the video can be seen in two places: in the video control panel and on the TIMELINE (See Figures 4-19 and 4-20, respectively).

Fig. 4-19

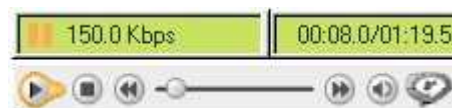


Fig. 4-20



? Definition: The TIMELINE graphically displays the assets, URLs and bookmarks that are synchronized within a presentation. They are displayed in linear sequence (See Figure 4-21).

Fig. 4-21

00:00:00	00:01:15	00:02:30	00:03:45	00:04:59
Region 1	Region 1	Region 1	Region 1	Region 1
Region 2	Region 2	Region 2	Region 2	Region 2
Region 3	Region 3	Region 3	Region 3	Region 3
Region 4	Region 4	Region 4	Region 4	Region 4
BookMarks	BookMarks	BookMarks	BookMarks	BookMarks

Select the first asset within the Asset Library to be synchronized. Target the REGION within the skin to which you would like this asset to be displayed. Do this by selecting the appropriate Target Region (See Figure 4-22).

Fig. 4-22

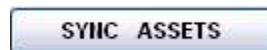


? Definition: REGIONS are sections or areas within each skin that have been defined to contain synchronized content such as assets and URLs. Interfaces can contain as many as 4 regions and as few as one.

Note: The graphic of the selected skin, located below the video window, can serve as a visual reminder of the different regions you can target within each skin.

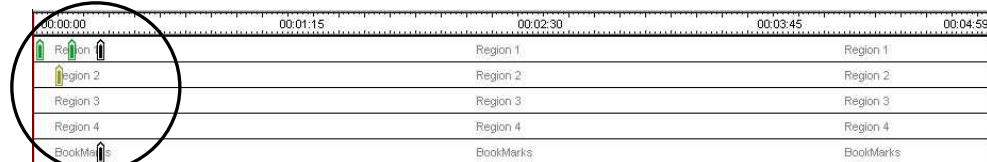
When the video reaches the point when you want your asset to be displayed, click the SYNC ASSETS button (See Figure 4-23).

Fig. 4-23



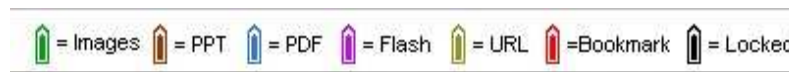
Note that an ASSET TAG is now displayed within the timeline at the exact point in time at which you synchronized it (See Figure 4-24).

Fig. 4-24



? Definition: ASSET TAGS are color-coded hash marks that are displayed on the timeline after synchronization. See the Asset tags key located on the top right section of the timeline to determine which color signifies which asset (See Figure 4-25).

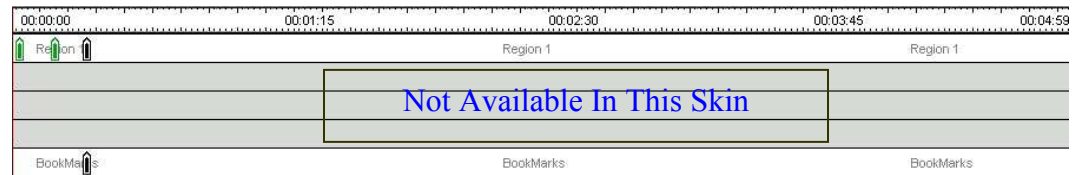
Fig. 4-25



The lines (or regions) that are available for use within the timeline are defined by the selected skin. An interface with 4 regions will display all 4 lines within the timeline (See Figure 4-21 above).

An interface with 1 region will display one available line within the timeline; the other three lines will be grayed-out (See Figure 4-26).

Fig. 4-26



Note: Once an asset is on the timeline, you can double click it to see a preview of the asset. You can also double click it in the assets list to preview the image.

- *Synchronizing Assets Manually:* If you know the exact times that your assets will be synchronized, you can enter the time in the timer (See Figure 4-20, above), select the appropriate asset within the asset library and click the SYNC ASSETS button. Continue to do this until all assets have been synchronized.

Helpful Hint:

Synchronization of assets (and URLs and bookmarks) can be “undone” using the Undo feature. To undo a synchronization action, *click Undo* in the Edit drop-down menu.

4.3.3 Synchronizing URLs

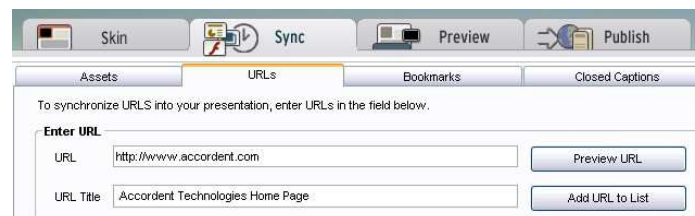
To synchronize URLs, first click on the URLs tab within the SYNC page (See Figure 27).

Fig. 4-27



To add URLs into your presentation, first enter the web address into the URL field (See Figure 4-28).

Fig. 4-28



To preview the URL, click on the “Preview URL” button (See Figure 4-29).

Fig. 4-29



You can give each unique URL a title by entering text into the “URL Title” field (See Figure 4-30).

Fig. 4-30



URL Lists: URL lists allow a producer to enter all the URLs for the presentation prior to synchronization (See Figure 4-31).

Fig. 4-31



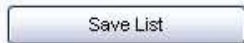
- Add a URL to the list by clicking on the “Add URL to List” button (See Figure 4-32).

Fig. 4-32



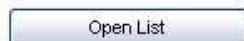
- Save the list by clicking the “Save List” button (See Figure 4-33).

Fig. 4-33



- Open a previously created list by clicking on the “Open List” button and searching for your specific list (See Figure 4-34).

Fig. 4-34



- Delete a URL from the list by clicking on the “Delete URL from List” button (See Figure 4-35).

Fig. 4-35



Select the target region to indicate where the URL will be displayed (See Figure 4-36).

Fig. 4-36



Highlight the URL either in the URL List or in the URL field if you are not using the list. Synchronize the URL into the presentation by clicking on the “SYNC URL” button (See Figure 4-37).

Fig. 4-37



You can Sync either in real time while your video is playing, or manually by entering a time in the timer.

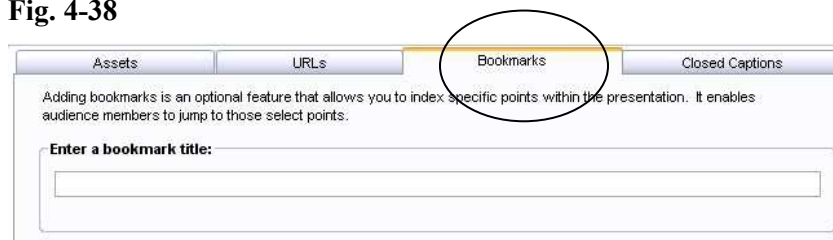
URLs will be displayed on the timeline in yellow.

Note: Once a URL is on the timeline, you can double click it to see a preview of the URL.

4.3.4 Creating & Synchronizing Bookmarks

To begin creating and synchronizing bookmarks, first click on the Bookmarks tab within the SYNC page (See Figure 38).

Fig. 4-38



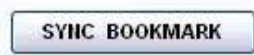
To add a bookmark, enter a bookmark title in the title field (See Figure 4-39).

Fig. 4-39



Synchronize the bookmark into the presentation by clicking on the “SYNC BOOKMARK” button (See Figure 4-40).

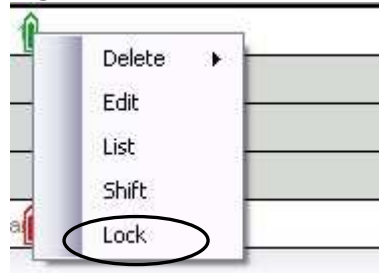
Fig. 4-40



Locking a bookmark to an asset: It is possible to lock a bookmark to a specific asset. When locked, the asset can be moved along the timeline and the bookmark point will move with it.

To lock a bookmark with an asset, right click on the asset tag and choose the “Lock” option (See Figure 4-41).

Fig. 4-41



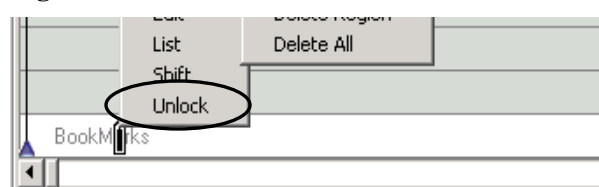
Note:

Bookmarks also include all of the editing shortcuts available for markers, including editing timings, applying time shifts, and deleting individual and several bookmarks.

Note: The asset tag and the bookmark tag both become black, indicating that they are locked to one another.

To unlock a bookmark with an asset, right click on the asset tag and select “Unlock” (See Figure 4-42).

Fig. 4-42



Bookmark List: To see a complete list of bookmarks, regardless of what page you are on within the presentation wizard, right click on any bookmark and select the “List” option up. This will display bookmark titles and times. Select a particular bookmark and the timeline will jump to the selected bookmark.

4.3.5 Synchronizing Closed Captioning Text

There are two ways to create Closed Captioning Text - either by typing in the text manually (see Figure 4-43) directly from Accordent PresenterPLUS or by importing an already existing closed captioning file (see Figure 4-44).

Fig. 4-43

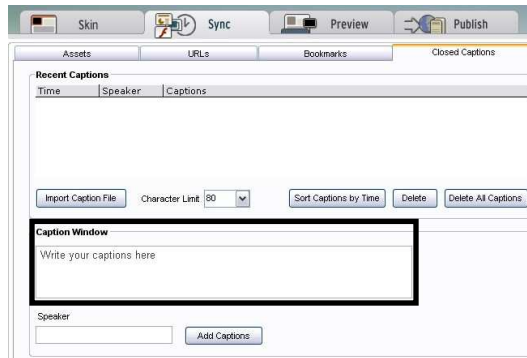
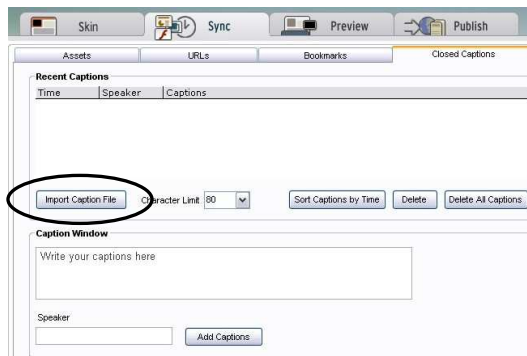
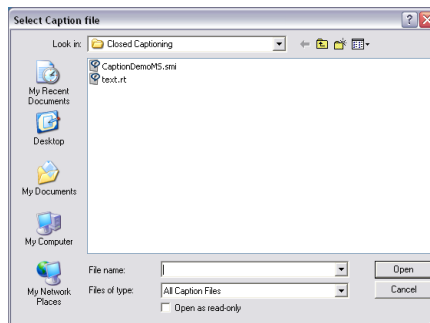


Fig. 4-44



Once you double click on the Import Caption File a browse box will open up so you can browse for your desired file (See Figure 4-45).

Fig. 4-45



If you choose to import a closed captioning file, there are three accepted types (Examples of each format are shown below)

- .rt (Real Text)
- .smi or .sami (Microsoft CC file)
- .txt (Plain text file)

.RT

```
<window bgcolor="000000" width="240" height="170" duration="00:13:56.00"
wordwrap="true" copyright="©Accordent©">
<font size="3" face="Arial" color="#FFFFFF">
<left>
<time begin="00:00:04.00"/><clear/>
</left>Title<br/><br/>
<left>Text</left><br/>
<time begin="00:00:09.00"/><clear/>
</left>
</font>
</window>
```

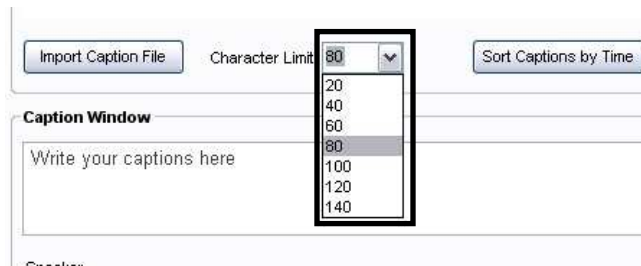
.SAMI or .SMI

```
<SAMI>
<Head>
<Title>©accordent©</Title>
<STYLE TYPE='text/css'>
<!--
P {
font-size:10pt;
font-family: Arial;
font-weight: normal;
color: #FFFFFF;
background-color: #000000;
text-align: left;}
.ENUSCC { Name: English; lang: EN-US-CC; }
#Source {
font-size:10pt;
font-family: Arial;
font-weight: normal;
color: #FFFFFF;
background-color: #000000;
text-align: left;
margin-bottom: -6pt;}
-->
</STYLE>
</HEAD>
<BODY>
<SYNC Start=4500>
<P Class=ENUSCC ID=Source>Title</P><br>
<P Class=ENUSCC><table align=center>
Text
</table></P>
</SYNC>
</BODY>
</SAMI>
```

.TXT

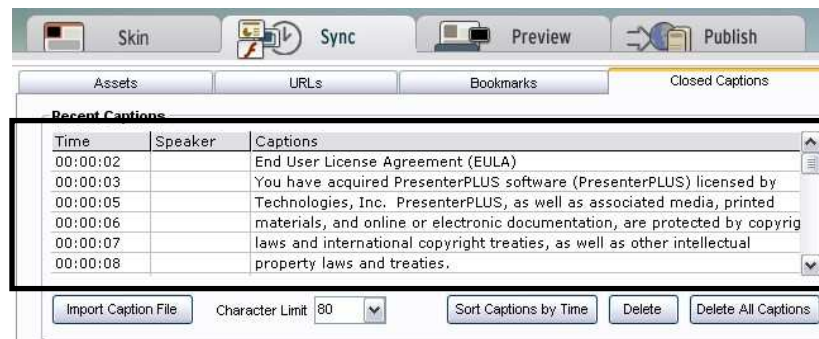
The text file can be in plain English with a typical paragraph format, just like this example. When you import the text file, you can click on the drop down box to select how many characters you want displayed on each line (See Figure 4-46). Using the plain text format is beneficial when you have to manually type out what is being said outside of Accordent PresenterPLUS.

Fig. 4-46



After importing the respective files or typing it manually from within Accordent PresenterPLUS, the text will appear in the region above the Import Caption File (See Figure 4-46). The timings will already be populated according to the timings in the closed captioning file. If you want to change the timings at all, or if you import a .txt file, synchronize the line at the time you wish it to appear at.

Fig. 4-47



Note: You can double click on any line of text to make any edits.

If you wish to delete an individual line or all of the lines, you can click on the delete or delete all captions, respectively, as well as re-sort the captions by their time stamp (See Figure 4-48).

Fig. 4-48



4.4 Editing an Asset, URL or Bookmark

There are four ways to make changes to your synchronized events:

- Drag-and-drop editing
- Using the right-click editing functions
- Using the My Assets drop-down menu
- Using the scrollbar

4.4.1 Drag-and-drop editing

Click on the asset you wish to change and drag it to the place on the timeline where you would like it to go. If you hold down the left mouse button and drag the cursor over multiple assets, it will highlight those selected assets, allowing you to move more than one asset at a time.

Note that the time in the timer will change as you drag along the timeline, indicating the runtime of the presentation.

4.4.2 Using The Right-Click Functions To Edit

By right-clicking on an asset, URL, or bookmark marker, a series of editing options will appear (See Figure 4-49).

- Delete
- List
- Shift
- Edit

Fig. 4-49

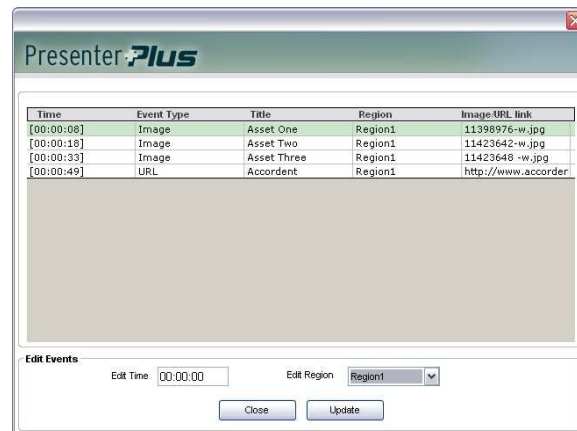


With the exception of the “Edit” feature, all of these options work identically for assets, URLs and bookmarks.

Delete: The delete feature enables you to delete a specific marker, all of the markers in a particular region, or all markers on the timeline.

List: If you choose the “list” option, a list of assets will appear for your entire presentation (See Figure 4-50).

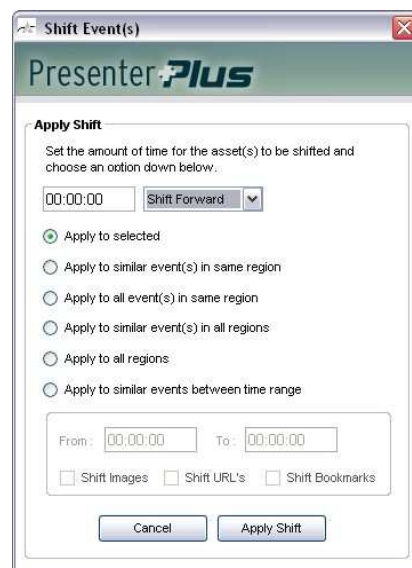
Fig. 4-50



Note also that the asset tag is displayed on the appropriate line within the timeline, depending on which region was targeted.

Shift: The shift option enables you to move an event or several events forward or backward by a specific amount of time (See Figure 4-51). This is very useful when the streaming file is edited at the beginning (e.g. an introduction is affixed to the beginning of the file), resulting in all of the synchronized content having to be shifted by the amount of time of the added or deleted content.

Fig. 4-51



Edit Assets Only: If you choose the "edit" option, the "Edit Image Details" pop up will appear. In this mode you can change the title, the event time, the target region, or the image path (if applicable). It also allows you to preview the asset by selecting the "Preview" button (See Figure 4-52).

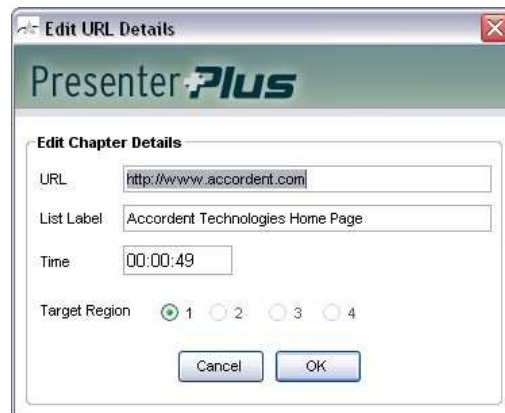
Fig. 4-52



Note: Clicking on the “Preview” button will allow you to see an image of the asset.

Edit URLs Only: Right click on the URL you wish to change and choose the edit option. The “Edit URL Details” pop up will appear. In this mode, you can change the title, the event time and the target region (See Figure 4-53).

Fig. 4-53



Edit Bookmarks Only: Right click on the bookmark you wish to change and choose the edit option. The “Edit Bookmark Details” pop up will appear. In this mode you can change the title and the event time (See Figure 4-54).

Fig. 4-54



4.4.3 Editing Using My Assets

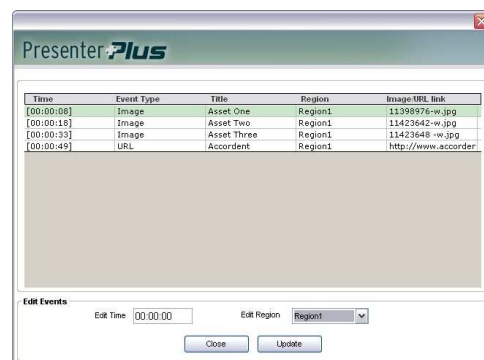
On the Assets drop-down menu, choose “My Assets” (See Figure 4-55).

Fig. 4-55



The current list of assets and URLs for your presentation will be displayed (note that bookmarks are not visible on this list; bookmarks are displayed within their own list) (See Figure 4-56).

Fig. 4-56



Note: Double-click on any of the fields to see a preview of the asset or URL .

The bottom portion of the assets list has fields for changing the time of the event as well as the region to which the event is targeted. After making a change, click Update. (See Figure 4-57).

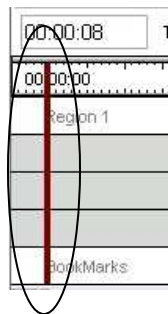
Fig. 4-57



4.4.4. Editing Using The Scrollbar

? Definition: The SCROLLBAR is the bar that moves (scrolls) along the timeline as the media file plays (See Figure 4-58).

Fig. 4-58



Mouse over the scrollbar and click and drag it to move to the desired location within the media stream. You will see the runtime of the video displayed in the timer.

Note: The media stream must either be paused or playing in order to manually drag the scrollbar.

4.4.5. Editing using the Thumbnail Editor

This feature can be found on the menu bar under Assets is the Thumbnail Editor. This allows you to see the assets you have synchronized, the timings of those assets, any associated bookmarks and allows you to update any of the information tied to any given asset (See Figure 4-59).

Fig. 4-59



You can change the number of Thumbnails shown in the window by selecting the button which shows the number of thumbnails you want displayed per page (See Figure 4-60).

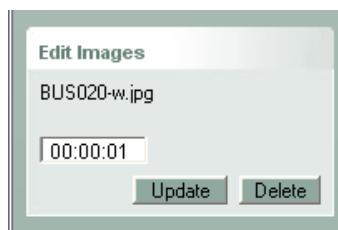
Fig. 4-60



4.4.5.1 Edit Images

The Edit Images section gives you the name of the asset you have clicked on as well as the timing. You can either update the time or delete the image altogether (See Figure 4-61).

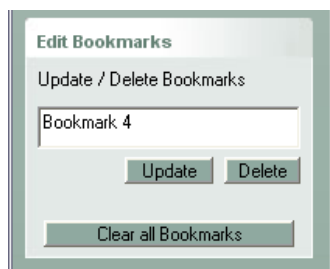
Fig. 4-61



4.4.5.2 Edit Bookmarks

The Edit Bookmarks section allows you to change the name of the bookmark selected, delete the selected bookmark or delete all of the bookmarks in the presentation (See Figure 4-62).

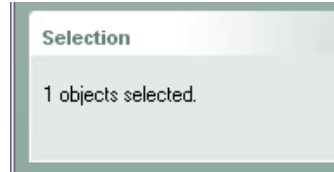
Fig. 4-62



4.4.5.3 Selection

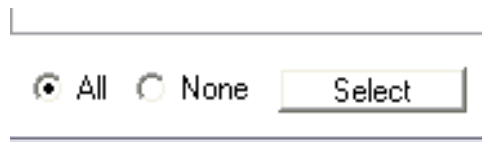
The Selection section shows you the number of assets you have selected from the list (See Figure 4-63).

Fig. 4-63



There are multiple methods to select assets from the thumbnail list. First, to select an individual thumbnail, simply click on that thumbnail. To select multiple thumbnails, hold down the CTRL button and select the thumbnails you want highlighted. Alternatively, you can hold down the Shift key, click the first and last thumbnail – which will highlight all of the thumbnails between the two thumbnails you have selected. Finally, you can click on All radio button below the thumbnail screen and click the highlight button in order to highlight all of your assets. You can also click the None radio button to deselect all of your assets (See Figure 4-64).

Fig. 4-64



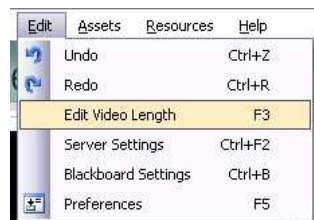
4.5 Using the Mark In/Mark Out Feature to Edit The Presentation

Before a presentation is posted on demand, the presenter may want to delete a portion of the content at the beginning or end of the presentation. e.g. the speaker was not yet ready, the first few minutes were used to test the encoder, etc.

The Mark In and Mark Out features enable a presenter to edit the presentation (cut off the unwanted content at the beginning and end of a presentation) by marking points in the presentation that will become the new start and end time for the presentation. The Mark In feature is used to delete content at the beginning of a presentation; the Mark Out feature is used to delete content at the end of a presentation.

To edit the length of a presentation, first *select* **Edit Video Length** in the Edit drop-down menu (See Figure 4-65).

Fig. 4-65



Immediately after selecting Edit Video Length, the Mark In/Out window will appear (See Figure 4-66).

Fig. 4-66



To Mark In a presentation, first *select Mark In* (See Figure 4-67).

Fig. 4-67



As soon as Mark In is selected, the Mark In time field will become active. Enter the amount of time that should be edited from the beginning of the media file in the Mark In time field (See Figure 4-68).

Fig. 4-68



Beneath the "Mark In" fields are the "Mark Out" fields. Use these fields in the same way to remove content from the end of a media file. Then *click Apply* (See Figure 4-69).

Fig. 4-69

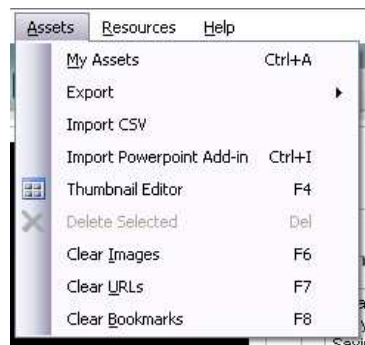


4.6 Using the Import/Export Timing Files Feature

Accordent PresenterPLUS now enables a content author to export and import synchronization timing files as .csv files. The benefit of this feature is that it enables synchronization files to be transferred among multiple content creators (without transferring an entire presentation) and it also enables the synchronized content to be compiled even if the streaming file is not yet completed.

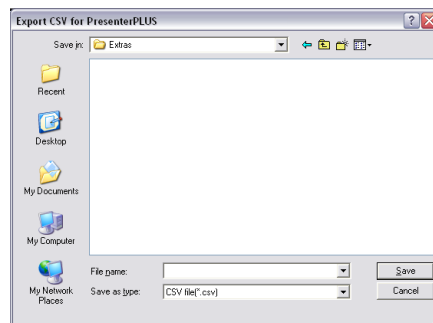
To export (or import) synchronization files, *click **Export*** (or **Import**) in the Assets drop-down menu (See Figure 4-70). The Export option allows you to export your asset lists for either Accordent PresenterPLUS or Accordent PresenterPRO (if you are using Accordent PresenterPRO as well).

Fig. 4-70



Immediately after clicking Export, the Export Assets window will appear (See Figure 4-71).

Fig. 4-71



In the Export Assets window, browse for the location where you want to save the synchronization timing files and *click **Save***.

The saved file will be a .csv file (Excel file). It is important to note that the file will contain the following fields: Type, Time, Path/URL, Target and Title (See next page).

Type	Time	Path/URL	Target	Title
image	1	C:\Program Files\Accordent\PresenterPLUS\TimeBarRed.gif	1	
image	4	C:\Program Files\Accordent\PresenterPLUS\TimeBarBrown.gif	1	
image	6	C:\Program Files\Accordent\PresenterPLUS\TimeBarGreen.gif	1	
Bookmark	1	NA	NA	Bookmark 1
Bookmark	4	NA	NA	Bookmark 2
Bookmark	6	NA	NA	Bookmark 3

Type field: The Type field dictates what type of asset is being synchronized.

Time field: Denotes in seconds when the asset is being synchronized.

Path/URL field: Specifies the location of the synchronized asset.

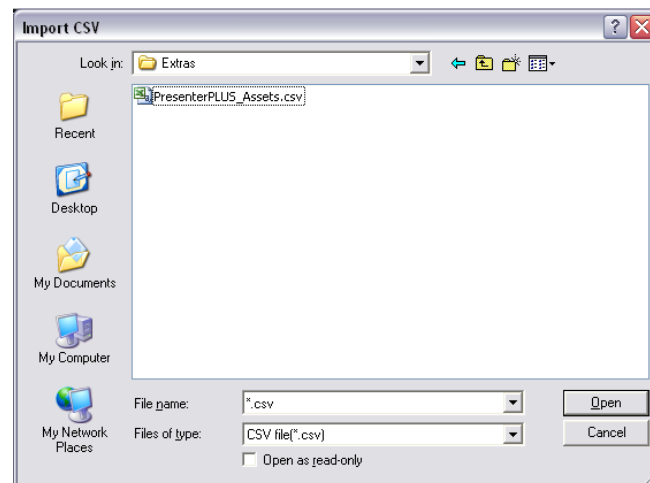
Target field: Specifies the target region where the synchronized content is displayed.

Title field: Specifies the title of the synchronized content

The Export feature will automatically organize the synchronized timing files in the above format. *These files, however, can be created in Excel directly without Accordent PresenterPLUS and imported into Accordent PresenterPLUS using the Import Assets feature (See below).*

To import assets, *click **Import CSV*** in the assets drop-down menu. Then locate the .csv file with the synchronization timing files that you want to import (See Figure 4-72).

Fig. 4-72



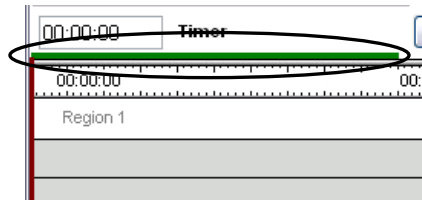
Once the desired file is selected, *click **Open***. To import an asset file that was generated through a PowerPoint Plug-in, follow the same procedure except select the Import PowerPoint Add-In option instead of the CSV option.

4.7 Using the Break In Break Out Feature

The Break In Break Out feature allows users to add cue points in the timeline to chop out unwanted sections of the presentations, including Video, Events, Bookmarks and Closed Captions. By using this feature, large presentations can be reduced significantly in size for easier delivery.

Once a video is loaded, the user will see a “GREEN” line, right above the timeline displaying the total length of the video (See Figure 4-73).

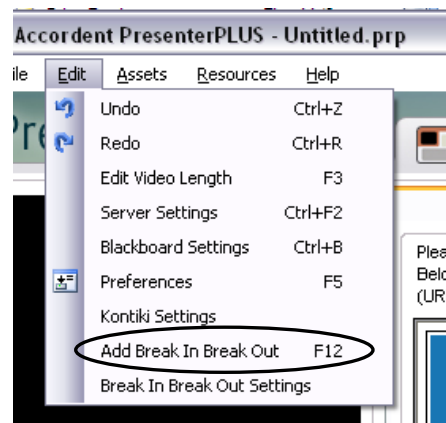
Fig. 4-73



A Break In Break Out point can be added in two ways:

- a. Menu Edit > Add Break In Break Out
- b. Shortcut key F12

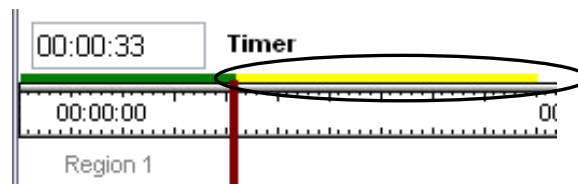
Fig. 4-74



A Break In Break Out point gets added just like any other event based on the value in time text field.

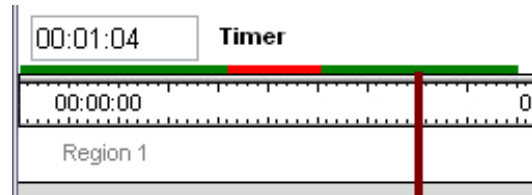
Once a cue point is added, user will see a “YELLOW” line getting added from the point to the end of the “GREEN” line. This tells the user that a "Break In" point has been added and that they need to insert a “Break Out” point. (See Figure 4-75).

Fig. 4-75



When the user clicks F12 or the menu command, they will see a “RED” line getting added from the "Break IN" Point to the "Break Out" point, displaying the part that is ready to be chopped out during the Publishing process (See Figure 4-76).

Fig. 4-76



A user can add as many Break In Break Out points, within the length of the Green Line that is the length of the video, based on their requirements.

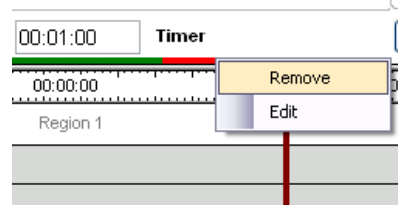
Note: A user must complete a Break In point with a Break Out point – otherwise a message warning will be presented during “Saving” and “Publishing” the presentation and it will not proceed further.

4.7.1 Editing Break In Break Out points

There are 3 ways to edit the added Break In Break Out points:

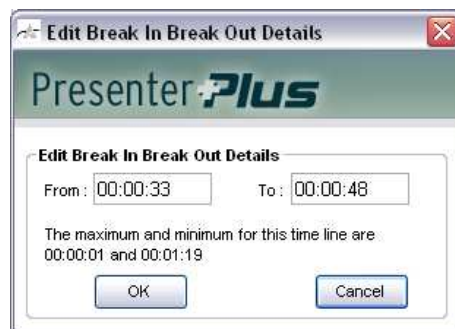
1. Right Click on the “**RED**” line, which shows a popup menu
 - a. **Remove** removes the Red Line and that specific Cue point (See Fig. 4-77).

Fig 4-77



- b. **Edit** pops up a modal window "Edit Break In Break Out Details", which specifies the In and Out points which the user can edit based on what they need. (See Fig. 4-78).

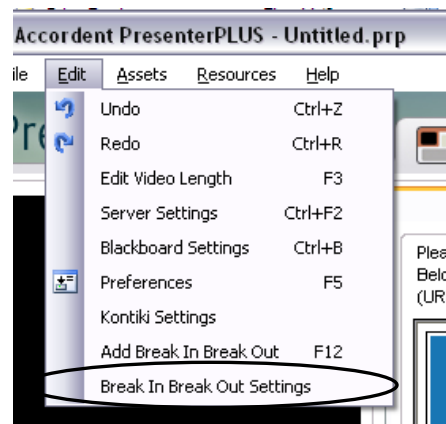
Fig 4-78



2. Drag the mouse on the “**RED**” line and it will change to a different cursor. Once the cursor changes, the user can drag the red line, just like any other event, to a different position, automatically updating the In and Out points.

3. Click **Edit > Break In Break Out Settings** (See Fig. 4-79).

Fig 4-79



This option presents a modal Dialog with the **Break In / Break Out List** containing all the cue points added. The section that is not needed is displayed in **Red**; the section(s) that are needed are displayed in **Green** (as per the timeline colors). A user can double click in any cell and change the time, automatically reflecting the change in the overlapping cue points and changing the cue points in the timeline (See Fig 4-80).

Fig. 4-80



A user can also "ADD" or "DELETE" the previously added Cue points. Clicking "ADD" will create new Green & Red rows in the grid; clicking "DELETE" can only delete the "RED" rows and not the "GREEN" rows since the main timeline cannot be deleted.

4.7.2 Output of Break In Break Out

When the user publishes the presentation, the output is generated based on Break In Break Out points. The Video, Events, Bookmarks and Closed Captions are automatically Shifted / Deleted, based on the information on the timeline.

4.7.3 Limitations of the Break In Break Out feature

The Break In Break Out feature is only available for .WMV and .RM media types. The user will see the "Green" line above the timeline displaying the length of the video for available media types.

Break In Break Out cue points cannot be added closer together than 1 sec.

Break In Break Out cannot be used as Mark In Mark Out as it reverses the purpose of using it.

4.7.4 Working with Accordent Capture Station Break In Break Out Content

A presentation loaded from an Accordent Capture Station will automatically insert the Break In Break Out points in the timeline.

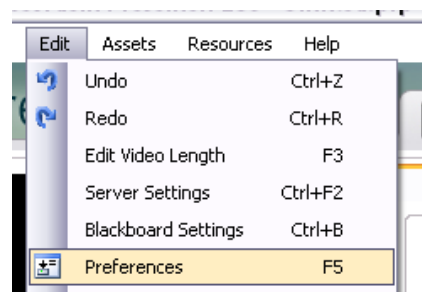
Users can follow the same process described above to **Edit** the cue points.

4.8 AutoSave Options

Accordent PresenterPLUS has an autosave feature that allows the user to recover data in the event of the program crashing unexpectedly. By default the Autosave feature saves the presentation after every 5 minutes.

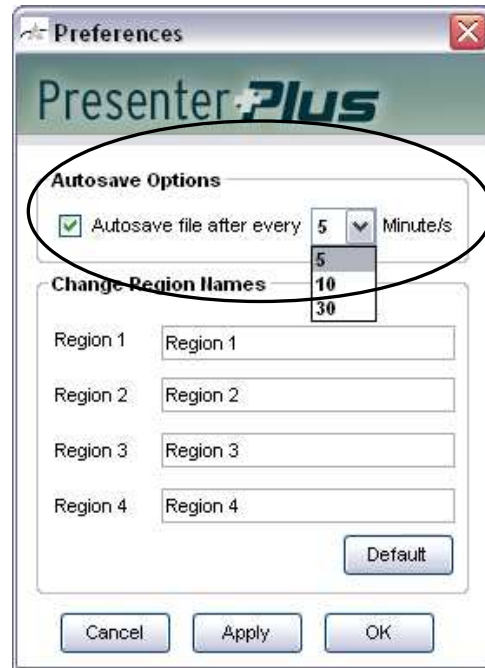
A user can change the Autosave option by going to the *Edit -- Preferences Menu* or by pressing the F5 shortcut key (see Fig. 4-81)

Fig. 4-81



A new window will appear. Under **Autosave Options**, a user can *Enable/Disable* the Autosave feature and set the *time interval* for saving the file (see Fig. 4-82).

Fig. 4-82



After every [autosave minutes] specified, Accordent PresenterPLUS creates a file named **untitled_tmp.prp** in the project directory (See Fig. 4-83).

Fig 4-83



Note: if the file was saved prior to auto save, it will have the name as **[filename_tmp.prp]**.

The next time a user tries to load the project, it will give them an option to load the autosaved file.

5

5. Previewing A Presentation

5.1 Choosing Preview Modes

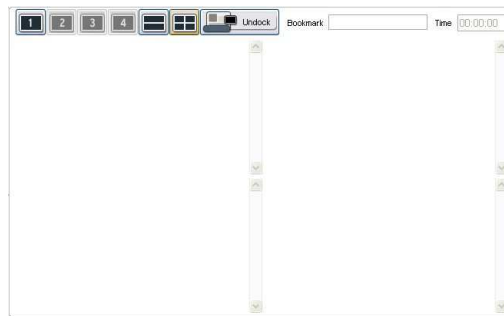
To begin the preview process, first click on the Preview tab (See Figure 5-1).

Fig. 5-1



There are numerous ways to preview your presentation. The preview page defaults to the 4-screen view (See Figure 5-2).

Fig. 5-2



The 4-screen view is used to view 3 or 4 regions of synchronization simultaneously.

If there are two regions of synchronization in your selected skin, click on the 2-screen view icon (See Figure 5-3).

Fig. 5-3



If there is only one region of synchronization, choose the Region 1 icon (See Figure 5-4).

Fig. 5-4



You can also view each region individually by selecting the unique Region icons: icon 2 for region 2, icon 3 for region 3, etc. (See Figure 5-5).

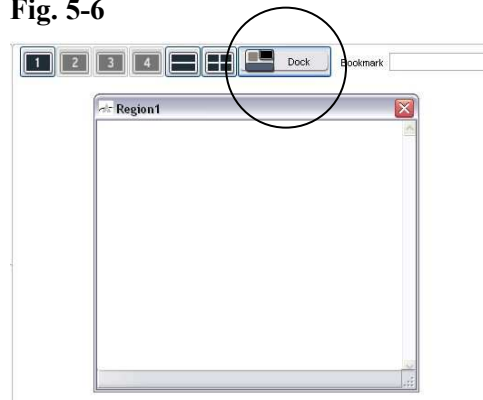
Fig. 5-5



Undock: This is the most powerful and flexible preview mode. It also provides the most realistic simulation of what your presentation will ultimately look like.

Click on the undock icon (See Figure 5-6).

Fig. 5-6

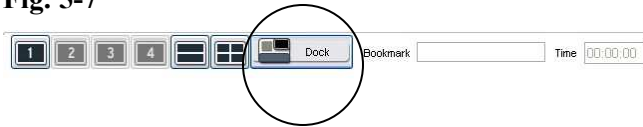


“Undocking” allows you to free each region in your skin so that you can move them manually. Through manual placement of the regions, you can more accurately replicate the placement of regions in your skin to give you an optimal preview experience.

Note: Upon undocking, each region will be on top of each other. To move individual regions, click and drag region to desired location. Each region can be sized according to preference.

To cancel out of “Undock” mode, click on the “Dock” icon (See Figure 5-7).

Fig. 5-7



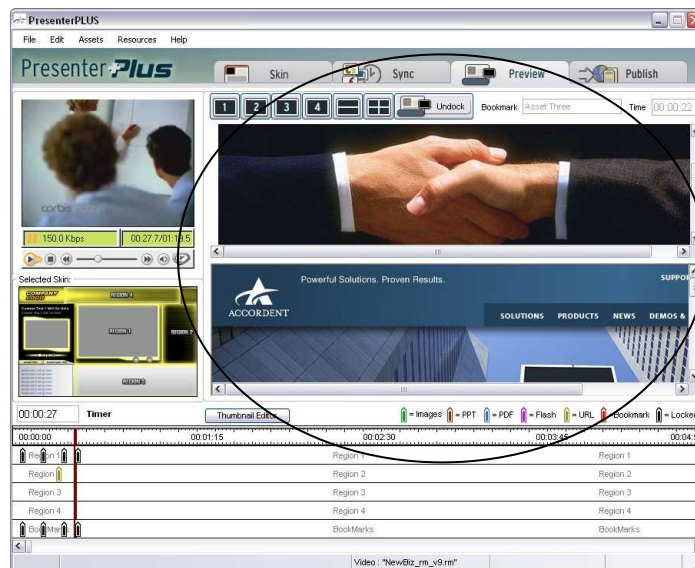
Click Dock to reset windows

5.2 Previewing A Presentation

Once you have selected your preview mode, play your streaming media file by clicking the play button on the video control panel (See Figure 4-18 above).

The assets and URLs that you synchronized in your presentation will be displayed in their pre-determined regions and in their pre-determined sequence (See Figure 5-8).

Fig. 5-8



If you need to make a change, either right click on the particular asset or URL on the timeline, and choose the “edit” option or go back to the SYNC page to edit your changes.

Previewing Bookmarks: Each bookmark title and time is displayed in the preview pane (See Figure 5-9).

Fig. 5-9



Bookmarks will be displayed in their sequential order. If the first bookmark is at :10, the bookmark title and time will display at :10 and remain displayed until the next bookmark.

6

6. Archiving & Publishing A Presentation

6.1 Archiving & Publishing Overview

After synchronizing and previewing a presentation, you can use Accordent PresenterPLUS to publish a presentation locally (local drive, network drive, or CD) and to the Web.

To start the publishing process, *click* the **Publish** tab (See Figure 6-1).

Fig. 6-1



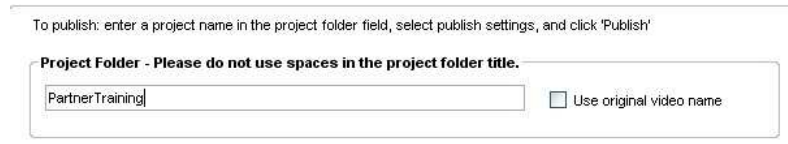
Immediately after clicking the Publish tab, the Publish page will appear (See Figure 6-2).

Fig. 6-2

On the Publish page, *enter* a project (or presentation) name in the Project Folder field (See Figure 6-3). This is the name that will be used to locate the folder containing the presentation and all of the presentation assets. You can also select the option to use the original video name as your project name by selecting the check box (See Figure 6-4).

Note: Please do not use spaces in the project name. Many browsers have difficulties using spaces in a URL

Fig. 6-3



To publish: enter a project name in the project folder field, select publish settings, and click 'Publish'

Project Folder - Please do not use spaces in the project folder title.

PartnerTraining ☐ Use original video name

Fig. 6-4



☐ Use original video name

After naming the project folder, use the Publishing Options fields to specify whether the presentation will be published locally or to the Web (See Figure 6-5).

Fig. 6-5



Publishing options

☒ Publish Locally

☐ Publish to Web

Change Publish Settings

- Choosing “Publish Locally” will publish the presentation and all presentation assets to a local drive
- Choosing “Publish to the Web” will transfer the streaming assets to a streaming server and the web content (slides, graphics, etc.) to a web server.

To publish locally, *select **Publish Locally*** and then proceed to Section 6.6.

To publish to the Web, *select **Publish to Web***. Immediately after selecting Publish to Web, the “Change Publish Settings” button will become active (See Figure 6-6).

Fig. 6-6



Publishing options

☐ Publish Locally

☒ Publish to Web

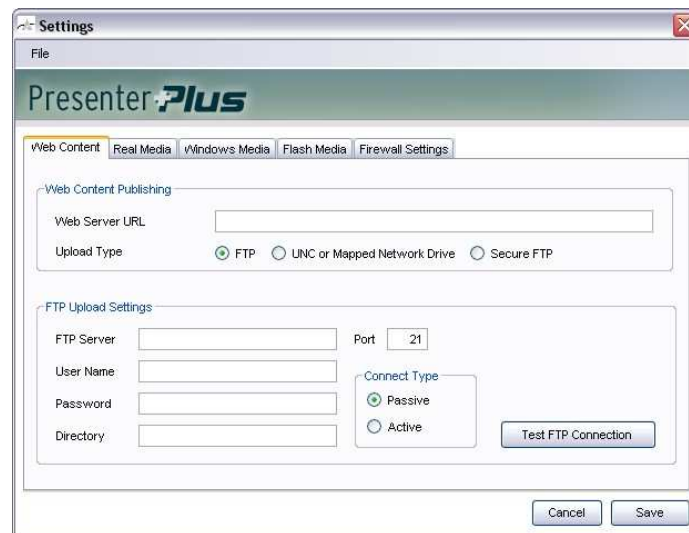
Change Publish Settings

****If you have already configured your publishing settings using the Settings Preferences drop-down menu, please proceed to section 6.6****

The Change Publish Settings screen is used to prescribe the settings that will be used to publish the presentation to the Web. To initiate this process, *click Change Publish Settings*.

Immediately after clicking Change Publish Settings, the Settings screen will appear with the Web Content window displayed (See Figure 6-7).

Fig. 6-7



6.2 Settings Screen Overview

Unless a presentation is being published to a local drive or CD, it is necessary to specify the settings that will be used to publish the presentation to the Web. The Settings screen is used to preset the information that will be used to publish a presentation from a workstation to streaming and web servers.

Note:

It is necessary to have access to a web server and streaming server to publish on demand streaming presentations to the Web. However, if a presentation is being published to a local drive or to CD only, none of the above-mentioned accounts is required (See Section 6.3).

6.3 Completing the Web Content Page

The Web Content page is used to input the following publishing information:

- The Web Server URL, which is the URL that the audience will use to launch the presentation

- The Upload Type, which designates whether FTP/SFTP or UNC will be used to upload the presentation to the web server
- The FTP/SFTP or UNC Upload Settings, which are the specific settings and passwords that are needed to upload the presentation to servers via either an FTP/SFTP server or UNC path.

If the Web Content page is not displayed, *click* the **Web Content** tab on the Settings Information screen (See Figure 6-8).

Fig. 6-8



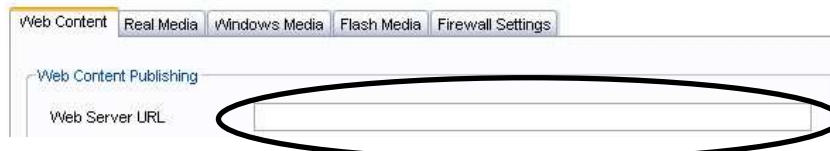
6.3.1 Completing the Web Content Page

Once the Web Content page is displayed, the fields on the Web Content page should be completed as follows:

Web Server URL Field:

In the Web Server URL field, enter the URL that the audience will click to view the interface graphics (See Figure 6-9).

Fig. 6-9



Upload Type Field:

The Upload Type field is used to designate whether the presentation will be uploaded to a web server using an FTP/SFTP server or Universal Naming Convention ("UNC").

An FTP/SFTP server is the more common upload method, particularly if the web server is off-site and/or managed by a third-party. Using a UNC path is typically used only when the web server is on-site and managed internally.

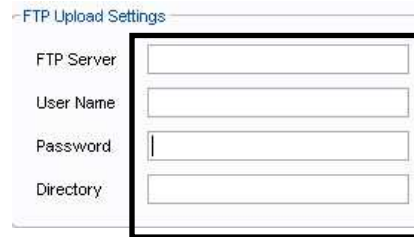
To use an FTP/SFTP upload server, *select* **FTP** or **SFTP**. To use a UNC path, *select* **UNC** (See Figure 6-10).

Fig. 6-10



If UNC was selected, proceed to Section 6.3.3. If FTP/SFTP was selected, the FTP/SFTP Upload Setting menu will appear containing four FTP/SFTP -related fields (See Figure 6-11).

Fig. 6-11

The image shows a web form titled "FTP Upload Settings". It contains four text input fields arranged vertically, each with a label to its left: "FTP Server", "User Name", "Password", and "Directory". The "Password" field has a small vertical line on its left side, indicating a password input. The entire form is enclosed in a light blue border.

6.3.2 Completing the FTP/SFTP Upload Setting Fields

If FTP/SFTP is the selected upload type, complete the FTP/SFTP Server, User Name, Password, Directory and Port fields as follows:

FTP/SFTP Server Field

In the FTP/SFTP Server field, *enter* the IP address for the FTP/SFTP Server that will be used to publish the presentation.

User Name Field:

In the User Name field, *enter* the User ID for the FTP/SFTP Server.

Password Field:

In the Password field, *enter* the password for the FTP/SFTP Server.

Directory Field:

The Directory field gives the presenter the option of putting a presentation in a pre-existing FTP/SFTP directory. To put a presentation in an FTP/SFTP directory, *enter* the directory in the Directory field.

Once the FTP/SFTP Upload Type fields have been completed, the user has the option of testing the FTP/SFTP settings. To test the FTP/SFTP settings, *click* **Test FTP/SFTP Connection** (See Figure 6-12).

Fig. 6-12

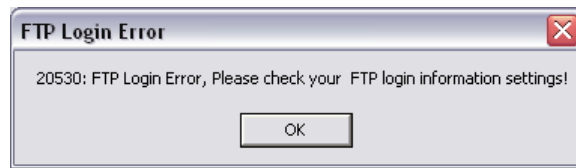


If the FTP/SFTP settings have been correctly entered, an "OK" message will appear (See Figure 6-13). If the FTP/SFTP settings have been incorrectly entered, an Error message will appear (See Figure 6-14).

Fig. 6-13



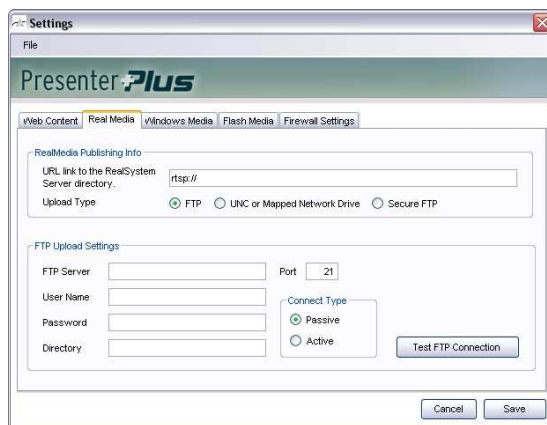
Fig. 6-14



After checking FTP/SFTP settings, *click* the **Real Media**, **Windows Media** or **Flash Media** tab depending on the format of the streaming content you are using (See Figure 6-15).

Proceed to section 6.4.

Fig. 6-15

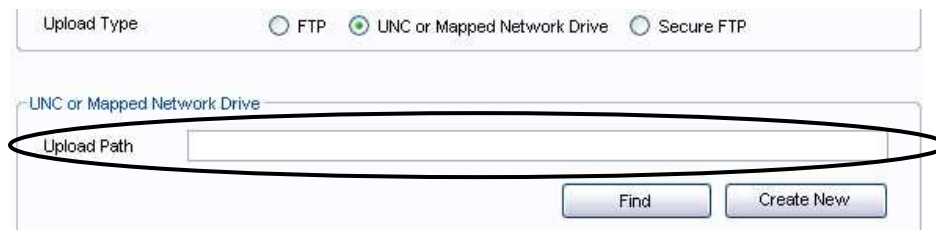


6.3.3 Completing the UNC Fields

If UNC is the selected upload type, it is necessary to complete the Upload Path.

To create a UNC upload path, enter the UNC path in the Upload Path field (See Figure 6-16).

Fig. 6-16



Note:

UNC names consist of three parts: a server name, a share name, and an optional file path that are combined using backslashes as follows:

\\server\share\file_path

Once a UNC path has been entered, click on the Real Media, Windows Media or Flash Media Content tab (See Figure 6-17).

Fig. 6-17



6.4 Completing the Real Media, Windows Media and Flash Media Page

The Real Media, Windows Media and Flash Media content pages are used to prescribe where the on demand video/audio content will be published and how the on demand video content will be published to the audience. These pages contain identical fields and the following instructions should be used for both formats.

The components of the Real Media, Windows Media and Flash Media content pages are as follows:

- The URL link field will contain the link that a viewer would access to view the on demand video only
- The FTP/SFTP or UNC Upload Settings, which are the specific settings and passwords that are needed to upload the presentation to the streaming servers via either an FTP/SFTP server or UNC path.

To complete this information, first make certain that the appropriate format page is displayed. If the correct format page is not displayed, *click* the Real Media, Windows Media or Flash Media tab (See Figure 6-18).

Fig. 6-18



6.4.1 Completing the Video On Demand (VOD) Screen

Once the appropriate VOD Content page is displayed, the fields on the VOD Content page should be completed as follows:

Video On Demand URL Field:

In the URL field, *enter* the link that a viewer would click to watch the on demand video that is being incorporated into the presentation.

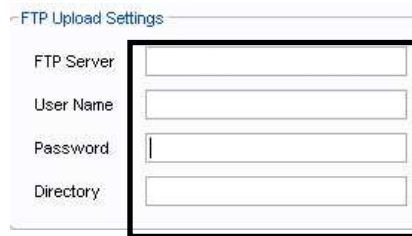
Upload Type Field:

The Upload Type field is used to designate whether the presentation will be uploaded to a web server using an FTP/SFTP server or a UNC path.

To use an FTP/SFTP upload server, *select FTP/SFTP*. Otherwise proceed to section 6.4.3.

If FTP/SFTP was selected, the FTP/SFTP Upload Setting menu will appear containing four FTP/SFTP-related fields (See Figure 6-19).

Fig. 6-19



6.4.2 Completing the FTP/SFTP Upload Setting Fields

If UNC is the selected upload type, proceed to section 6.4.3. If FTP/SFTP is the selected upload type, complete the FTP/SFTP Server, User Name, Password, Directory, and Port fields as follows:

FTP/SFTP Server Field

In the FTP/SFTP Server field, *enter* the IP address for the FTP/SFTP Server that will be used to publish the presentation.

User Name Field:

In the User Name field, *enter* the User ID for the FTP/SFTP Server.

Password Field:

In the Password field, *enter* the password for the FTP/SFTP Server.

Directory Field:

The Directory field gives the presenter the option of putting a presentation in a pre-existing FTP/SFTP directory. To put a presentation in an FTP/SFTP directory, *enter* the directory in the Directory field.

Once the FTP/SFTP Upload Type fields have been completed, the user has the option of testing the FTP/SFTP settings. To test the FTP/SFTP settings, *click Test FTP/SFTP Connection* (See Figure 6-20).

Fig. 6-20

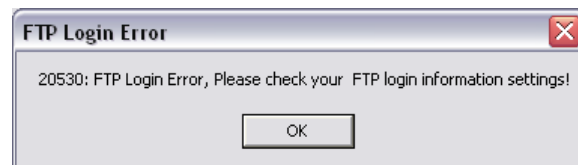


If the FTP/SFTP settings have been correctly entered, an OK message will appear (See Figure 6-21). If the FTP/SFTP settings have been incorrectly entered, an Error message will appear (See Figure 6-22).

Fig. 6-21



Fig. 6-22



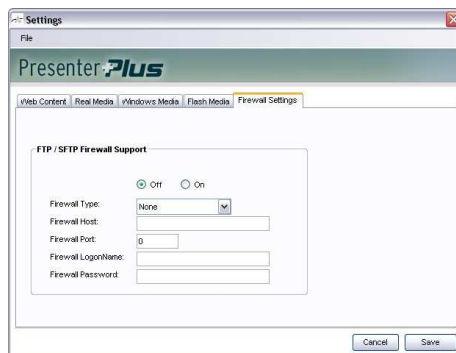
Once the FTP/SFTP Upload Type fields have been completed, *click* the **Firewall Settings** tab (See Figure 6-23).

Fig. 6-23



Immediately after clicking the Firewall Settings tab, the Firewall Settings page will appear (See Figure 6-24). Proceed to Section 6.5.

Fig. 6-24



6.4.3 Completing the UNC Fields

If UNC is the selected upload type, it is necessary to complete the Upload Path.

To create a UNC upload path, enter the UNC path in the Upload Path field (See Figure 6-25).

Fig. 6-25

Upload Type: ☐ FTP ☒ UNC or Mapped Network Drive ☐ Secure FTP

UNC or Mapped Network Drive

Upload Path:

Find Create New

Once a UNC path has been entered, click on the Firewall Settings tab. Immediately after clicking the Firewall Settings tab, the Firewall page will appear (See Figure 6-26).

Fig. 6-26

Settings

File

Presenter **Plus**

Web Content | Real Media | Windows Media | Flash Media | Firewall Settings

FTP / SFTP Firewall Support

☒ Off ☐ On

Firewall Type:

Firewall Host:

Firewall Port:

Firewall LoginName:

Firewall Password:

Cancel Save

6.5 Firewall Settings Page

In addition to the standard FTP/SFTP settings, Accordent PresenterPLUS includes advanced settings that can be used to publish to an active FTP/SFTP server and to a proxy server to FTP/SFTP through a firewall.

On the Real Media, Windows Media and Flash Media pages, it is first necessary to specify whether an active or passive FTP/SFTP is being used.

To specify an FTP/SFTP connection type, select Passive or Active (See Figure 6-27).

Fig. 6-27

FTP Upload Settings

FTP Server: Port: (Default is 21)

User Name:

Password:

Directory:

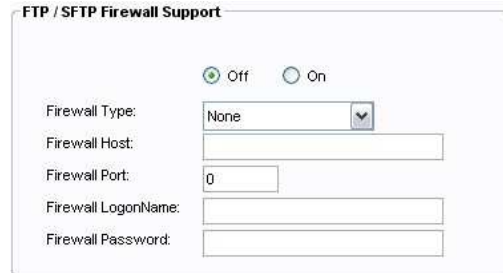
Connect Type: ☒ Passive ☐ Active

Test FTP Connection

Note:
The Connect Type will default to the Passive field.

Once an FTP/SFTP connection has been selected, the Firewall Support fields can be used to designate a proxy server that will be used to FTP/SFTP through the firewall (See Figure 6-28).

Fig. 6-28



The screenshot shows a window titled "FTP / SFTP Firewall Support". At the top, there are two radio buttons: "Off" (which is selected) and "On". Below this, there are five labeled input fields: "Firewall Type:" with a drop-down menu currently showing "None"; "Firewall Host:" with an empty text box; "Firewall Port:" with a text box containing the number "0"; "Firewall LogonName:" with an empty text box; and "Firewall Password:" with an empty text box.

Off/On Fields:

The On and Off fields are used to enable and disable firewall support. If firewall support is required, select **On**.

Firewall Type Fields:

The Firewall Type field is used to select the type of firewall being used. To select a firewall type, use the Firewall Type drop-down menu and highlight the desired firewall type.

Firewall Host Field:

The Firewall Host field is used to specify the IP address for the firewall.

Firewall Port Field:

The Firewall Port field is used to specify the port address for the firewall.

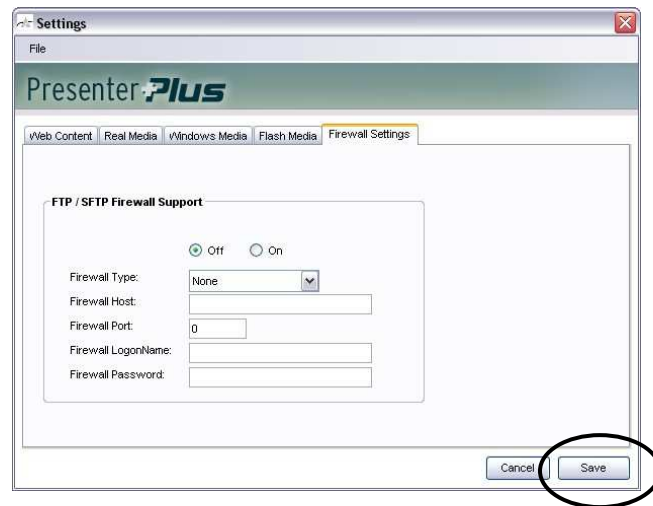
Firewall Logon Name Field:

The Firewall Logon Name field is used to input the user logon. Depending on the configuration and firewall being used, it may not be necessary to complete this field.

Firewall Password Field:

The Firewall Password field is used to input the user password. Depending on the configuration and firewall being used, it may not be necessary to complete this field. After completing the Firewall Settings fields, *click Save* (See Figure 6-29).

Fig. 6-29



Immediately after clicking Save, you will be returned to the Accordent PresenterPLUS Publish screen.

6.6 Completing The Publish Screen

If you have completed the Settings screen or chosen Local media, the next step is to specify whether the synchronized content will be re-sized to fit the frames within the audience interface.

Note: This step can be skipped if no synchronized assets (images, PDFs, etc.) have been included in the presentation (e.g. only URLs have been synchronized with the presentation).

Accordent PresenterPLUS enables you to decide whether the content targeted to a particular frame is re-sized and which frames will re-size the content.

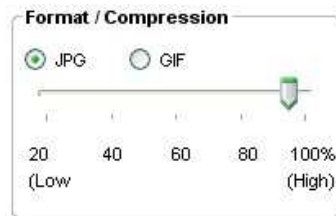
To re-size synchronized content, *select **Resize Region*** for each region that you want to re-size synchronized content (See Figure 6-30).

Fig. 6-30



Once you have chosen which regions will be re-sized, the next step is to specify whether images will be converted to jpeg or gif format. To specify the format, *select **jpeg** or **gif*** (See Figure 6-31).

Fig. 6-31

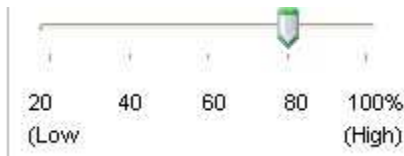


Note:

Accordent PresenterPLUS includes proprietary gif conversion functionality that creates gif files that are 50% smaller and 75% clearer than files created using traditional conversion techniques.

If you select jpeg, you can use the Image Compression Quality feature to specify the compression quality that will be used (See Figure 6-32). The primary considerations are image quality and the resulting image file size. It is recommended that if the images are an important component of the presentation, that you use a compression quality higher than 70%.

Fig. 6-32



Note:

The Compression Quality feature will default to 80%.

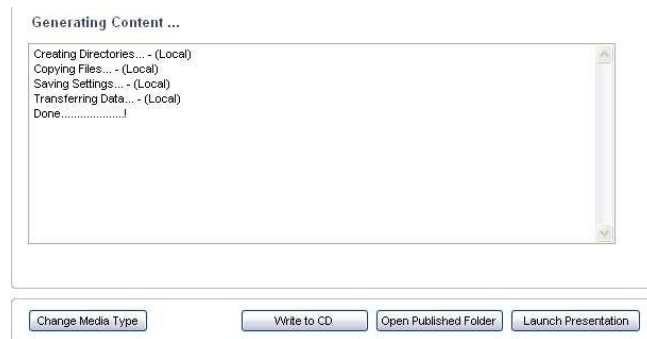
Prior to publishing, you can determine if you would like to publish to Blackboard (if you have the appropriate license and select the Publish to Blackboard checkbox (See Figure 6-33)) and whether or not you would like to add additional packaging options. The ZIP option (See Figure 6-33) will zip up all of the local project files for your presentation so you can send it to a viewer in a compressed and packaged format. The EXE option (See Figure 6-33) is very much like the ZIP in the sense that it is self-extracting - the difference is that the EXE option will allow your viewer to double click the EXE file to automatically launch the presentation. Both the ZIP and EXE options can be password protected if desired. To publish the presentation, *click **Publish Presentation*** (See Figure 6-33).

Fig. 6-33



Immediately after clicking Publish Presentation, Accordent PresenterPLUS will begin generating the presentation (See Figure 6-34).

Fig. 6-34



After Accordent PresenterPLUS has generated the presentation, you can:
1) close Accordent PresenterPLUS; 2) preview the presentation; 3) save the presentation and apply the same synchronization files to a different media file;
4) write the presentation directly to a writeable disc (requires a CD/DVD burner and blank disc) and/or 5) open the presentation folder.

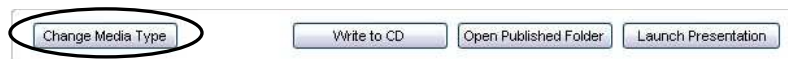
To preview the presentation, *click* **Launch Presentation** (See Figure 6-35).

Fig. 6-35



To apply the same synchronization files to a different media file, *click* **Change Media Type** (See Figure 6-36).

Fig. 6-36



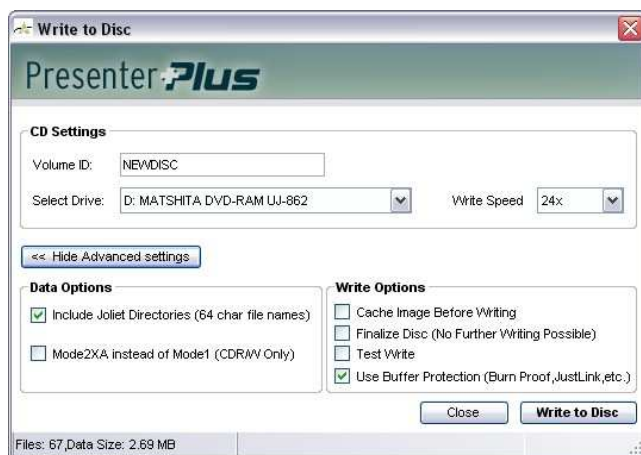
To burn your presentation directly to a CD, *click* **Write to CD** (See Figure 6-37).

Fig. 6-37



The Write to Disc page will open (See Figure 6-38)

Fig. 6-38



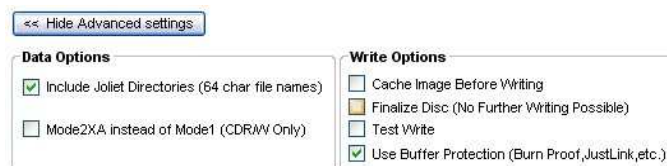
The Volume ID allows you to specify the name of the disc you are about to create. Next select your CD-burning drive and desired writing speed (See Figure 6-39).

Fig. 6-39



The Advanced settings allow you to perform various tasks pertaining to your CD-burning as well as to specify different modes which your CD burner may require (See Figure 6-40).

Fig. 6-40



At the bottom left of the Write to Disc page, you will see the number of files that will be written to your CD as well as the total size. Once you have verified that your writable disc is large enough to hold the presentation and you have selected all of your desired options, *click Write to Disc* (See Figure 6-41).

Fig. 6-41



7. Using Accordent PresenterPLUS Resources & Shortcuts

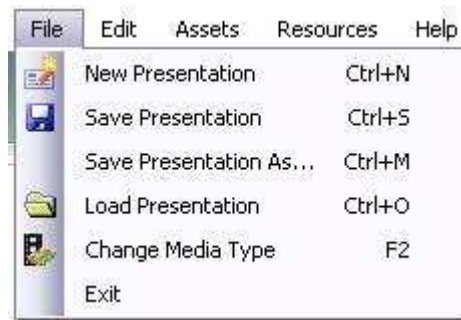
7.1 Drop-Down Menu Overview

The Accordent PresenterPLUS drop-down menus provide access to several helpful features, shortcuts, content resources and support resources. Below is an overview of the Accordent PresenterPLUS drop-down menus:

7.1.1 File Menu

The File drop-down menu contains several function and feature shortcuts, including: New Presentation, Save Presentation, Load Presentation, Change Media Type and Exit (See Figure 7-1).

Fig. 7-1



New Presentation: The New Presentation option enables you to start a new presentation by linking directly to the Choose Presentation Type screen at any time. If you are working on a presentation, you will have the option of saving the current presentation before commencing a new one.

Save Presentation: The Save Presentation feature enables you to save a presentation at any time, as well as to name a project folder and determine where the folder will be located.

Save Presentation As: The Save Presentation feature enables you to save a presentation using a different folder name and determine where the folder will be located.

Load Presentation: The Load Presentation feature enables you to import a previously created presentation. Once imported, you will be able to edit and republish the presentation, if desired.

Change Media Type: The Change Media Type feature is used to import a new media file without losing any of the synchronization work that has been done.

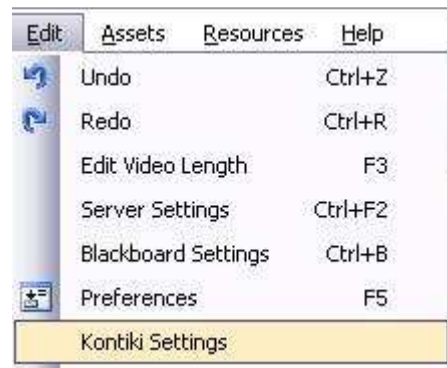
This is a great way of publishing the same presentation in multiple formats without having to repeat any work.

Exit: After providing an opportunity to save the presentation, the Exit feature will close Accordent PresenterPLUS.

7.1.2 Edit Menu

The Edit drop-down menu contains the Server Settings and Preferences options (See Figure 7-2).

Fig. 7-2



Undo: The Undo option is used to undo the last synchronization action (e.g. synchronizing a PowerPoint slide).

Redo: The Redo option is used to reverse an Undo action.

Edit Video Length: The Edit Video Length option is used to edit the beginning and/or end of a piece of video content (also referred to as cropping or Mark in/Mark out).

Server Settings: The Server Settings option is used to set the web and streaming server information for publishing to the Web. This screen can also be accessed by clicking the “Change Publish Settings” button on the Publish Page.

Blackboard Settings: The Blackboard Settings option is used to launch the Blackboard Settings which include the Blackboard server you will be accessing as well as log in information to access the Blackboard server.

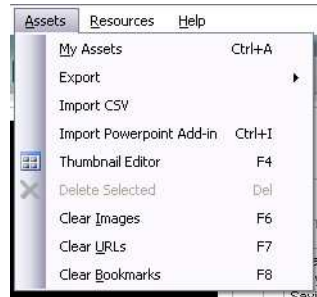
Preferences: The Preferences option is used to customize the region names that show on the time bar. By customizing the region names, it is easier to determine which synchronized content should be sent to which region.

Kontiki Settings: The Kontiki Settings option is used to access the Kontiki Settings page. Please note that this option will only be available if you have purchased the Kontiki integration from Accordent Technologies. The Kontiki Settings page will be described at the end of section 7.1.

7.1.3 Assets Menu

The Assets Menu contains the My Assets options (See Figure 7-3).

Fig. 7-3



My Assets: The My Assets option is used to launch the Current Assets Lists screen. This screen can be used to view which assets have been synchronized and their respective synchronization times, as well as to edit synchronized content.

Export: The Export option is used to export the synchronization timing files and associated media locations to a .csv file that can be saved to a local file or transferred to a third party. These assets can either be exported in the Accordent PresenterPLUS format or as an Accordent PresenterPRO file.

Import PowerPoint Add-in and Import CSV: The Import option, for both methods, are used to import a .txt file which contains synchronization timings generated from the Accordent PowerPoint Add-In or a .csv file which contains synchronization timing files and associated media locations, respectively.

Thumbnail Editor: The Thumbnail Editor option allows you to launch the Thumbnail Editor window to make changes to your asset and bookmark timings and names, as well as delete them. This option can also be accessed through the Thumbnail Editor button located directly above the timeline.

Delete Selected: The Delete Selected option is used to remove markers from the timeline which are selected. This option will only appear if you have asset markers selected.

Clear Images: The Clear Images option is used to clear all images from the timeline. This feature is not used to clear images from the asset library.

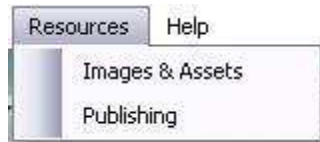
Clear URLs: The Clear URLs option is used to clear all URLs from the timeline.

Clear Bookmarks: The Clear Bookmarks option is used to clear all bookmarks from the timeline.

7.1.4 Resources Menu

The Resources menu contains links to content creation and publishing resources provided by Accordent and leading third-party companies (See Fig. 7-4). Many of these resources are available at no charge.

Fig. 7-4



Images & Assets: Leading companies such as Corbis have provided images and PowerPoint templates for creating unique presentations. If you don't find the exact images you want, there are direct links to the entire library of images.

Publishing: If you are publishing your presentations to the Web, you may want to review the hosting solutions included in the Publishing resources.

7.1.5 Help Menu

The Help Menu contains links to important support and product information, as well as access to additional resources, including downloadable interfaces (See Figure 7-5).

Fig. 7-5



Online Manual: Use the Online Manual option to access a PDF copy of the most recent version of the Accordent PresenterPLUS manual.

Online Help: Use the Online Help feature to learn about the version of Accordent PresenterPLUS that you are currently running.

Register: Use the Register feature to complete or revise Accordent PresenterPLUS registration information.

Check for Updates: The Check for Updates feature enables you to see whether there have been new Accordent PresenterPLUS point or version releases. If you have purchased Upgrades & Support, these upgrades will be available to you at no additional charge for as long as you maintain your Upgrades & Support Agreement.

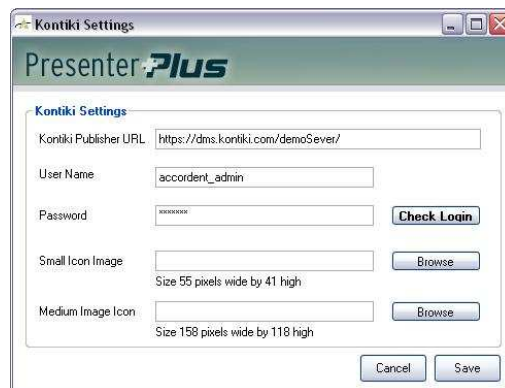
Get More Skins: Use Get More Skins to review and download new interfaces created by Accordent.

About PresenterPLUS: The About PresenterPLUS feature contains Accordent PresenterPLUS copyright and version information.

7.1.6 Kontiki Settings

Once you have selected the Kontiki Settings page, a new window will appear (See Fig. 7-6).

Fig. 7-6



The Kontiki Publisher URL is for entering the URL which is used to access your Kontiki server access point. The User Name and Password are for authenticating to your Kontiki server. Lastly the Small and Medium Image Icon are used to browse to the image you would like to associate with your presentation once it is on the Kontiki server.

7.2 Accordent PresenterPLUS “Hot Keys”

As you become more familiar with the Accordent PresenterPLUS work-flow, you may want to use some of the shortcuts (or “hot keys”) that have been included to expedite navigation around Accordent PresenterPLUS. The primary shortcuts keys are:

F1: Access the Online Manual.

F2: Switch the media you are using for the presentation.

F3: Open the window which allows you to edit the video length.

F4: Open the Thumbnail Editor where you can edit your assets and bookmarks.

F5: Launch the Preferences window which will allow you to change the names of the regions in the timeline.

F6: Clear your Images.

F7: Clear your URLs.

F8: Clear your Bookmarks.

F9: Access Online Help.

F11: Check if there any updates for Accordent PresenterPLUS.

Ctrl + F2: Access the Settings screen where you input the web and streaming server information that will be used to publish a presentation to the Web.

Ctrl + A: “Save Presentation As” file window

Ctrl + N: Start a new presentation. This shortcut enables you to jump to the Choose Presentation Type screen at any time. If you are working on a presentation, you will have the option of saving the current presentation before commencing a new one.

Ctrl + S: Save a presentation at any time, as well as to name a project folder and determine where the folder will be located.

Ctrl + O: Jump to two different screens, depending on what screen you are using in Accordent PresenterPLUS:

- If you are on the Choose Presentation Type screen, you can use this shortcut to jump to a Browse window which, after selecting a media file, will launch Accordent PresenterPLUS; and
- If you are in the main Accordent PresenterPLUS application, this shortcut enables you to import a previously created presentation. Once imported, you will be able to edit and re-publish the presentation, if desired.

Ctrl + Z: Undo your last edit.

Ctrl + R: Redo your last undo.

Ctrl + B: Access your Blackboard settings which will allow you to configure Accordent PresenterPLUS to use your Blackboard server.

Ctrl + I: Import an Accordent PowerPoint Add-in-created asset list.

Del: Delete the asset markers you have selected.